2012 LSTA Grants for Institutions

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Introduction

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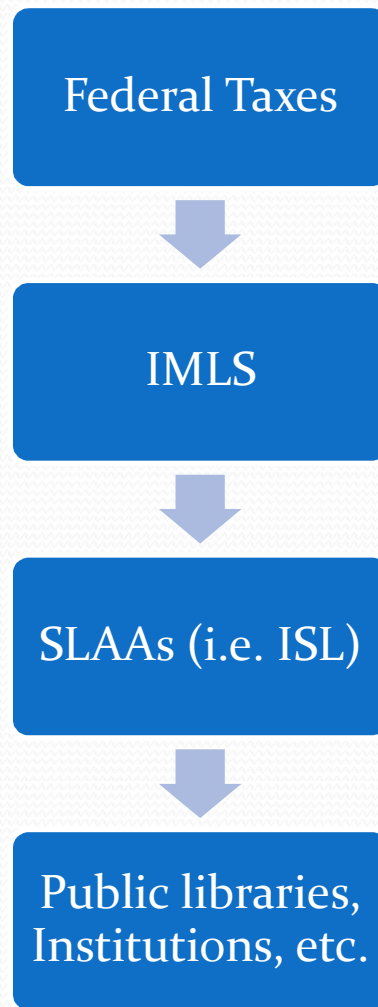Library Development Office

Indiana State Library

About LSTA

- The Library Services and Technology Act (LSTA) was signed into law September 30, 1996 as part of the Museum and Library Services Act.

- Every year, the State Library is given a share of the LSTA funds (based on population).

- We distribute funds two ways:
  - Statewide services (i.e. Talking Books for the Blind, Children's services)
  - Competitive sub-grants (i.e. Institutional grants)

How funds are distributed

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┌─────────────────────┐
│    Federal Taxes    │
└─────────────────────┘
          ↓
┌─────────────────────┐
│        IMLS         │
└─────────────────────┘
          ↓
┌─────────────────────┐
│  SLAAs (i.e. ISL)   │
└─────────────────────┘
          ↓
┌─────────────────────┐
│  Public libraries,  │
│  Institutions, etc. │
└─────────────────────┘
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How much is available?

- Budget for 2012 has not yet been approved.

- We expect to award $50,000 to institutions.
  - **$5,000** maximum per grant/per institution.
  - 12 grants awarded in 2011.

- Applications should be available this December, should be due in March 2012.

What can LSTA funds be used for?

- Build your career collection.
- Encourage leisure reading.
- Teach literacy/improve reading levels.
- Strengthen your reference collection.
- Purchase bilingual materials.
- Technology for the library.

Lists of previous winners are available on the Special and Institutional Libraries website

Examples of past projects

- Indiana Veterans' Home purchased Large print materials, computers for media center.

- Rockville Correctional Facility started a "Ready to Work" program, making GED and career skills software available.

- South Bend Juvenile Correctional Facility (Council Oak School) partnered with Notre Dame to begin a tutoring/mentoring program.

- Logansport Juvenile Correctional Facility increased literacy in youth who struggle with books alone by expanding instruction with technology (projector, screen, etc.)

Purpose of LSTA funds

- LSTA funds are distributed to help Indiana meet **goals** in IMLS-approved Five Year Plan.
  - Roundtable session with Martha Catt

Indiana's goals for LSTA funds

1. Support lifelong learning for Hoosiers by supporting electronic information resources.
2. Help libraries provide adequate computer and communications technology.
3. Assist libraries in digitization.
4. Support partnerships between libraries, other cultural organizations, and the private sector.
5. **Serve special populations who are blind, physically handicapped, or** those in an institution.
6. Reach out to the 6.5% percent of Indiana's population that is currently unserved.

Our goals for institutions

- Enhance library services to special populations in the state.
  - Develop **special collections** designed around the needs of the individuals served.
  - Continue **literacy** programs.
  - Provide **quality library services** to those who are institutionalized.

Planning for a grant

Determining your need

- Preference is given to institutions building collections based on patrons' current needs, as evidenced by
  - ILL requests.
  - In-house requests for materials.
    - e.g. Hi/Lo books
  - Other special needs of the population served.
    - Foreign languages
    - Low reading scores

Determining your budget

- Be fully aware of project costs.
  - Check with business office for approved vendors.
  - Contact vendors in advance.
    - Quotes needed for orders more than $500.

- Use it or lose it!
  - Unspent money will be moved to other projects.

Planning the project

- For each activity, decide **what** will be done by **whom** and **when**?

Planning to evaluate

- You will need to report on:
  - Inputs – What was purchased? What was done?
  - Outputs – What changed (i.e. circulation, reading scores)
  - Outcomes – Did the project make a difference?

Applying for a grant

How to apply

- Visit the Special and Institutional Libraries page:
  - http://www.in.gov/library/3373.htm
- Read grant guidelines.
- Set realistic goals.
- Convey your need.
- Answer each question <u>thoroughly</u> and <u>completely</u>.
- Have a plan for how you will measure change.

The Application

Let's review!

Tips for getting a grant

- Preference is given to grantees who:
  - Have not received a grant recently.
  - Have a good history as a grant recipient.
    - Turned in all reports on time.
    - Spent funds on time and according to budget.
  - Have a plan for continuing the project beyond the grant period.

See grant review rubric (yellow sheet) for scoring criteria.

An example

Pennington Correctional Facility

Background

- Pennington Correctional Facility would like an LSTA grant to purchase career titles for their institutional library.
  - The current career collection is small, well-worn, and out of date.

Planning

- Visitors to the library are surveyed on careers they are interested in.

- Library also researches popular career titles.

- The library consults their business office for a list of approved book vendors.

- Pennington applies for and receives $1500 to purchase these materials.

Ordering materials

- The library decides to split purchase into two orders.
  - Their first order is placed immediately after receiving notice their grant was funded.
  - The second order is place a couple months later, after receiving feedback from patrons.

Adding materials to collection

- The library receives the books, catalogs them, and is able to report on their use in time for the first interim report.

- Librarian promotes new books throughout facility; Notes whether visits to library have increased.

- The library applies for reimbursement for books through PeopleSoft.

The duration of the grant

- Pennington tracks circulation of the books and reports back to the grant consultant in 2nd interim and final reports.
  - Circulation stats and library visits are reported.
- The librarian surveys inmates to learn what materials they would like to see in the future.
- Pennington continues to add new career titles to collection even after grant period has ended.

Inputs, Outputs and Outcomes in action

- Library used grant funds to purchase career materials.
  - **Inputs**
    - Grant funds
    - Career book best-seller list
  - **Outputs**
    - 150 new titles purchased.
    - Patrons checked out the new guides 300 times.
    - 60% of the patrons wrote resumes.
  - **Outcomes**
    - Patrons discovered careers that appealed to them and did further research.
    - Patrons feel more prepared for re-entry.

Note: Outcomes are subjective, cannot necessarily be measured.

Being the best grantee

Your responsibilities as a grantee

- Support your patrons' needs.
- Spend your funds wisely.
- Accomplish your goals.
  - We report back to IMLS what you have accomplished.
- Attend institutional workshops.
- Communicate with the institutional consultant.

Grant Reporting

- A.k.a. "Did we really say we would do all that?"
  - ☐ Report **promptly** and **thoroughly.**
  - ☐ Interim reports (2) and a final report.
    - ☐ This is <u>less</u> than we require of the other grantees!

- Grantees submitting LATE or INCOMPLETE reports may lose points on future applications.

  Grant funds not spent according to project goals are subject to repayment to IMLS.

Examples of acceptable reporting

- "Patron visits to the library have increased 20% since we advertised the new books."

- "80% of our patrons have improved their TABE test scores since our new literacy program began."

- "Although we have not yet received the books, our librarian is already developing programs to accompany the materials purchased."

It's **OK** if everything doesn't go as planned!

Unacceptable reporting

- "No progress has been made at this time."
- "We got our books and the patrons are enjoying them. Thanks."
- "The grant period ended but we were unable to spend our grant money due to miscommunications with the business office."
- "Our library supervisor was laid off and no one here knows what happened with the project."

A final note

The future of LSTA funding depends on you!

- In the past, many institutions have struggled with applying for, reporting on, and spending grant money.
  - Staffing issues
  - PeopleSoft issues
  - Business office issues
- Successful projects and reporting will help ensure this program continues.

Need help? Contact us!

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Any Questions?